

## Milpitas Volunteer Partners

The City of Milpitas hosts many community programs, events, and activities throughout the year that serve the Milpitas population and local surrounding areas. Volunteers are frequently recruited to assist in various aspects of these programs, providing valuable staff support, as well as help and encouragement to citizens.

Opportunities exist for working on a variety of tasks in every department within the City structure. Different opportunities are available at various times throughout the year, and time commitments vary based on the specific task requirements and the volunteers' availability. All those interested in volunteering must complete an MVP application and pass the screening and interview process specific to a given opportunity.

## MVP SPOTLIGHT

### Volunteer Highlights

Marta Seoane is a Geographic Information Systems (GIS) Volunteer for the City of Milpitas. Her duties include inputting, editing, and analysis of map data that is used in a number of City GIS projects. Since February, 2002, Marta has supported many projects for the Planning, Public Works, and Fire Departments including the generation of new maps for the City's emergency vehicles. Marta started volunteering with the City to complete a requirement for her GIS Certificate from Foothill College in Los Altos Hills. She says that the reason why she has volunteered so many hours is that she really enjoys the work. Marta is one of three GIS Volunteers currently working for the City. The GIS Volunteers provide a valuable service to the City. With their help, City staff has been able to complete mapping tasks sooner and save on staffing costs.



*Marta Seoane busy volunteering with the GIS system.*

### CIT Program (Counselors in Training)

Looking for something fun this summer? Become a Camp Stay & Play CIT! CIT's is a training program that provides energetic teens, ages 13+, opportunities to develop their leadership skills and gain experience within a day camp setting. CITs are expected to assist the Camp Stay & Play staff with all scheduled activities and to be a positive role-model for the children in the camp.

#### The steps of becoming a CIT are:

- Contact Milpitas Recreation Services before June 1, 2003, (408) 586-3210
- Complete a City Volunteer Application
- Interview with the Youth Coordinator
- Provide proof of a negative Tuberculosis Test
- Be age 13 by first day of program
- Upon acceptance, pay a fee of \$60 (\$50 resident fee), per session. Fee covers cost of field trip admissions and supplies.

#### Sessions Dates/Times:

- Monday-Friday, 8:30 am-4:30 pm
  - June 23-July 11 and July 21-August 8
- Trip Week is not a part of the CIT program.

## Available Volunteer Opportunities

The City of Milpitas is recruiting volunteers to assist with the following programs:

- Adopt-A-Spot
- Community Fire Aides
- Graffiti Terminators
- Lend-A-Tool Program
- Neighborhood Beautification
- Police Explorers
- Police Reserves
- Police Senior Outreach - **New!**
- Recreation Class Aides
- Recreation Services Special Events
- Teen Center Volunteers
- Volunteer Services
- Walking Club Leaders

## Upcoming Special Events - Volunteer Opportunities

**July 4:**

### Fourth of July Parade

Milpitas Recreation Services will be holding this special event this Summer and is in need of volunteers. If interested, contact the Volunteer Coordinator at (408) 586-3207.

**For more information on the Volunteer Program, call Milpitas Recreation Services at (408) 586-3210.**





# Volunteer Program Application & Information

Please print all information clearly in ink.



MILPITAS VOLUNTEER PARTNERS

Completion of the volunteer program application does not guarantee placement or engagement as a City of Milpitas volunteer program participant. Qualified volunteer applicants are considered without regard to race, color, religion, sex, national origin, age, marital status, non-job related medical condition or disability. For more information please call (408) 586-3210.

<b>Choose one:</b> <input type="checkbox"/> Miss <input type="checkbox"/> Ms. <input type="checkbox"/> Mrs. <input type="checkbox"/> Mr.		<b>I prefer to be called by the name:</b> _____	
Full Name: _____		Date of Birth (exclude year only if over 18): _____	
Address: _____		City: _____ Zip Code: _____	
Daytime Phone: (____) _____		Evening Phone: (____) _____	
Email Address: _____			
Driver's License No.: _____		Social Security No.: _____	
Emergency Contact Name: _____		Relationship: _____	
Address: _____		City: _____ Zip Code: _____	
Daytime Phone: (____) _____		Evening Phone: (____) _____	

## Availability & Assignment Request

How often would you like to volunteer? \_\_\_\_\_

**Please list times and days you are available to volunteer:**

	Monday	Tuesday	Wednesday	Thursday	Friday	Saturday	Sunday
Times available: _____	_____	_____	_____	_____	_____	_____	_____
<b>Check all areas of interest:</b>		<input type="checkbox"/> Administrative Services	<input type="checkbox"/> Financial Services	<input type="checkbox"/> Fire Department			
<input type="checkbox"/> Community Development		<input type="checkbox"/> Police Department	<input type="checkbox"/> Public Works	<input type="checkbox"/> Recreation			
<input type="checkbox"/> Youth/Teen Programs		<input type="checkbox"/> Special Events	<input type="checkbox"/> Cultural Arts	<input type="checkbox"/> Sports/Fitness			
<input type="checkbox"/> Senior Citizens Programs		<input type="checkbox"/> Environment/Recycling	<input type="checkbox"/> Planning/Engineering	<input type="checkbox"/> Clerical Support			
<input type="checkbox"/> Foreign Language/Translating		<input type="checkbox"/> Reception/Greeter	<input type="checkbox"/> Education/Training	<input type="checkbox"/> Marketing/Promotions			
<input type="checkbox"/> Print Shop/Mail Processing		<input type="checkbox"/> Park Clean-up/Graffiti	<input type="checkbox"/> Other: _____				
Volunteer assignment preference (optional): _____							

**Have you ever been convicted of a felony or misdemeanor** (not including traffic citations)? ☐ Yes ☐ No

If "yes", please explain. A "yes" answer to this question is not an automatic bar to acceptance into the MVP program.

I hereby give Milpitas Volunteer Services permission to request and obtain data pertinent to my volunteering at City of Milpitas programs for the individual named herein, and the California State Department of Justice if necessary. I also release from all liability or responsibility all persons and institutions supplying information. I certify that all statements made in this application are true and correct to the best of my knowledge, and I agree and understand that if I am accepted into the Milpitas Volunteer Partners program, any false statements may result in my dismissal.

I the undersigned do hereby agree to allow the individual named herein to participate in the Milpitas Volunteer Partners program and I further agree to indemnify and hold the City of Milpitas, its employees and contractors, harmless from and against any and all liability for any injury which may be suffered by the aforementioned individual arising out of or in any way connected with his/her participation in this program. I also agree to grant full permission to the City of Milpitas to use my name and any photographs, videographs, motion pictures or recordings for any publicity and promotion purposes without obligation or liability to me.

**Signature of Applicant:** \_\_\_\_\_ **Date:** \_\_\_\_\_

**Signature of Parent/Legal Guardian (if under 18):** \_\_\_\_\_ **Date:** \_\_\_\_\_

**Print Name of Parent/Legal Guardian:** \_\_\_\_\_

## Interest and Special Skills

Interests & hobbies you would like to share: \_\_\_\_\_

Special skills you would like to share: \_\_\_\_\_

Foreign or other languages spoken fluently: \_\_\_\_\_

Are you volunteering in affiliation with an organization or special program (i.e. school, scouts, court-assigned service, etc.)? \_\_\_\_\_

## Related Experience

### ***Education:***

Name of School

Dates Attended

Degree/Diploma?

Major Course of Study

### ***Work/Volunteer Experience:***

Employer/Agency

Position

Dates: From

To

Voluntary or Paid?

Do you currently hold any special certificates, licenses or registrations (CPR, First Aid, etc.)? Please list: \_\_\_\_\_

## References

Provide two adult references who are familiar with your academic, professional or volunteer service. Do not list relatives:

1. Name: \_\_\_\_\_ Relationship/Occupation: \_\_\_\_\_

Address: \_\_\_\_\_

Day Phone: ( ) \_\_\_\_\_ Evening Phone: ( ) \_\_\_\_\_

2. Name: \_\_\_\_\_ Relationship/Occupation: \_\_\_\_\_

Address: \_\_\_\_\_

Day Phone: ( ) \_\_\_\_\_ Evening Phone: ( ) \_\_\_\_\_

## Volunteer Services Use Only

Notes: \_\_\_\_\_

Action/Placement: \_\_\_\_\_